

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

P&amp;PD DIGITAL PREPRESS TASK GROUP

FROM:

Chief, Plans, Programs, and  
Systems Staff, P&PD/OL  
166 P&P Bldg.

EXTENSION

NO.

STAT

DATE

April 5, 1982

STAT

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

C/MS

4/5

Attached for your review  
and/or approval is a recommen-  
dation for the establishment  
of a P&PD Digital Prepress  
Task Group.

2.

Production Manager

WAT

3.

DC/P&amp;PD

mw

If you have any questions  
on the proposal or the mem-  
orandum, please see me.

4.

C/P&amp;PD

4/7

mhr

5.

DC/P&amp;PD

4/8

mw

6.

PM

6/9

WAT

1 to 2-4:

7.

C/MS

6/9

Jew

It looks as though Don  
was reading our minds. This  
approach formalizes the Staff/Line  
relationship a bit more than  
any of us suggested, but I think  
it's a good idea in view of what's  
at stake. ~~More participation~~  
Jew.

8.

C/PP&amp;SS

9.

10.

11.

12.

13.

14.

15.

BR:

See W D's comments attached.  
I don't think task group  
composition or establishment  
is appropriate. <sup>now</sup> all agree that  
P&PS should be focal point, but  
a lot can be coordinated with-  
out a "group" at this time. Maybe  
we should take Paul out of  
Prepress and assign him to  
P&PS.

2 April 1982

MEMORANDUM FOR: Chief, Printing and Photography Division, OL

THROUGH : Chief, Management Support  
Printing and Photography Division, OL  
Production Manager  
Printing and Photography Division, OL

FROM :   
Chief, Plans, Programs, and Systems Staff  
Printing and Photography Division, OL

STAT

SUBJECT : Digital Prepress Task Group

1. The purpose of this memorandum is to recommend the establishment of a Printing and Photography Division (P&PD) Digital Prepress Task Group (DPTG). A recommendation for your consideration is contained in paragraph four of this memorandum.

2. Current as well as long range P&PD planning (reference P&PD 5 year Strategic Plan) calls for a completely automated digital prepress operation. The concept of a digital prepress operation has been sold to both Office of Logistics (OL) and Deputy Director for Administration (DDA) management. There are also initiatives in the Deputy Director for Intelligence (DDI) for automating their publishing/editing process. These initiatives will have a definite impact on the structure of the P&PD digital prepress operation. The major problem with digital prepress planning within P&PD is lack of coordination and direction. The division has different groups of people from both production and staff that contact the same vendors asking for the same types of information. Meetings that could impact on digital prepress planning are held without some of the concerned Division personnel attending. While different opinions and approaches to a planning process of this type are healthy, the lack of coordination and duplication of effort is counterproductive. With the potential impact that this project can have on the Division, and a several million dollar investment at stake, a coordinated planning effort with clear direction from P&PD management is a must.

3. Due to the complexities of the digital prepress concept and the potential impact on the Division's overall operation, the logical method for bringing this project from a conceptual stage to reality is to establish a joint production and staff task group. The task group would be directed to develop a coordinated plan (with input from management) that would include recommendations on equipment, work flow operation procedures and production techniques and staffing requirements. Attached is an outline of a proposed tasking statement with milestones that can be used by the Digital Prepress Task Group.

4. Based on the importance of the Digital Prepress Project and the necessity to have a coordinated P&PD position and plan, it is recommended that a P&PD Digital Prepress Task Group be established and tasked as outlined in the attached. It is further recommended that the undersigned be designated as the task group chairman and the following P&PD individuals be designated as members of the task group:

a  
b  
c

Prepress Branch  
- Plans, Programs, and Systems Staff  
- Plans, Progrms, and Systems Staff

STAT

While it's not anticipated that task group membership will be a full time job, it should, however, be the number one work priority of all the members involved. When there is a conflict in work assignments, members should have management support for participating in task group activities.

STAT

STAT

Approved

*see attached*

Chief/P&amp;PD

Disapproved: \_\_\_\_\_

Chief/P&amp;PD

PRINTING AND PHOTOGRAPHY DIVISION DIGITAL PREPRESS TASK

GROUP

Tasking Statement:

The Digital Prepress Task Group (DPTG) is to develop a plan for the design and implementation of a Printing and Photography Division (P&PD) automated prepress operation. The plan will include recommendations on specific pieces of equipment, work flow operation procedures and production techniques, and staffing requirements that will be necessary to meet the Agency's printing production needs. Monthly meetings will be scheduled and bi monthly progress reports will be written to keep P&PD management apprised of developments in DPTG's activities.

Milestones

May - December 1982

System Evaluation

Determine what equipment is currently available and what is expected to be available over the next 1-2 years that will meet P&PD requirements. Contact vendors, attend equipment shows, attend seminars, visit manufacturer's and user installations and develop internal test bed facilities (if necessary). Do a complete analysis of equipment hardware/software capabilities and compare those capabilities to the known and projected P&PD requirements and capabilities.

January - June 1983

Equipment Selection

Identify specific pieces of equipment that are to be used in the P&PD digital prepress process. Prepare a report for P&PD senior management approval. The report is to include equipment recommendations with associated costs and justifications.

July - September 1983

Implementation Plan

Upon management approval of equipment recommendations prepare a digital prepress implementation plan. The plan will include dates for equipment acquisition and installation, personnel training requirements, and recommendations for workflow operation procedure production techniques, and staffing requirements. Prepare the necessary documentation for acquisition of the identified and approved pieces of equipment.

## Digital Prepress Task Group

1. [ ] is to be designated Task Group Leader. STAT
2. [ ] participation is to be limited to finite tasks, STAT  
consultations, and regularly scheduled meetings. Mr. STAT  
[ ] primary responsibility will continue to be  
execution of line responsibilities within the Prepress  
Branch. In the event of a conflict in priorities, Mr.  
[ ] will seek management guidance from the Production STAT  
Manager, P&PD through Chief, Prepress Branch.
3. The initial task will be the development of a Systems  
Requirements Study, which consolidates preceding P&PD  
studies and research concerning automation of the  
prepress process. The Study should:
  - a. describe the current process, in terms of  
resources, workflow model, interfaces,  
variables that impact the process, and  
problems inherent in the system;
  - b. identify and prioritize objectives for  
improving the system, in terms of current  
and future requirements, resources,  
productivity, response time, capability;
  - c. identify and prioritize specific mandatory  
and desirable system performance requirements;
  - d. identify and evaluate preliminary alternative  
system design approaches that satisfy  
performance requirements;
  - e. perform a preliminary cost-benefit analysis  
of the system design alternatives; and,
  - f. develop a Project Plan and Milestone Schedule.